



The Henley College Corporation

MINUTES of the Meeting of the Finance & Resources Committee held on Tuesday 24 April at 13.30

<p>Members present: Charles Wiggin Peter le Conte Satwant Deol Martin Unsworth Trevor Watkins</p> <p>In attendance: Simon Cuthbert Eva Dixon Martin Rosner Mala Rajput Jacky Gearey</p>	<p>Chair Independent Member/Chair of Corporation Principal/Ex Officio Member Staff Governor Independent Member</p> <p>Deputy Principal Interim Director of Finance HR Adviser Director of Business Development Clerk</p>	
Agenda Item	Minutes	Action by
4.1	<p>Opening of meeting The meeting was opened at 13.349 due to the overrun of a previous meeting.</p>	
4.2	<p>Apologies for Absence There were no apologies.</p>	
4.3	<p>Declaration of Interests There were no interests were declared.</p>	
4.4	<p>Minutes of Previous Meeting: The minutes of the Meeting of 19 March 2018 were agreed and approved.</p> <p>Resolved: the Committee agreed that the minutes were an accurate record of the meeting of 19 March 2018 and the minutes were signed by the Chair.</p>	
4.5	<p>Matters Arising from the Minutes (including review of actions) 3.6 DoF confirmed that she had spoken to Buzzacott and that the organisational costs would be charged to 2017-2018. 3.7 DoF confirmed that premise self-hire would be brought back in-house with intention of using website for booking.</p> <p>All other matters had been actioned and there were no further matters arising.</p>	
4.6	<p>HR Policy & Employment Update The HR Adviser informed the committee that as the College had over 250 employees, it had an obligation under the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 to carry out Gender Pay Reporting. The following information was required to be published:</p> <ul style="list-style-type: none"> • The mean gender pay gap • The median gender pay gap • The mean bonus gender pay gap • The median bonus gender pay gap • The proportion of males receiving a bonus payment • The proportion of females receiving a bonus payment • The proportion of males and females in each quartile pay band <p>Based on the reporting date, no employees were in receipt of a bonus.</p>	



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	<p>In addition to the data, a report was prepared which covered the information required and the proposed actions which were:</p> <ul style="list-style-type: none"> (i) to review recruitment and selection procedures and to ensure practices are reviewed to sol that any gender discrimination is eliminated; and (ii) to review pay policies to ensure that any gender discrimination is eliminated. <p>This report has been published on the College's website. The committee was asked to endorse the specific actions identified in the report.</p> <p>Resolved:</p> <ul style="list-style-type: none"> (i) the Gender Pay Gap Analysis Report was received by the committee (ii) the committee endorsed the specific actions identified in the report as detailed above <p>The HR Adviser confirmed that the restructure plan was on target and provided a brief update on the organisational changes that had been agreed so far with the only MIS to be finalised. Seven of the eight required curriculum leaders have been appointed and once the impact on teaching hours required has been assessed, the College will be identifying those curriculum areas where reductions in staff are still required and will be consulting further on options for achieving this reduction.</p>	
4.7	<p>Review of Expenses Policy The annual review of the Expenses Policy had identified the requirement for a textual addition to the current version namely: In para 1, the following to be added after claims for alcoholic beverages are not permitted: "Claims must be submitted within three months of the expense occurring otherwise they will not be paid. The allowance for Breakfast, Lunch and Dinner is intended for those meals and not adhoc snacks and beverages".</p> <p>Resolved: the committee approved the amendment as above and recommended that it be put forward to the Corporation for approval.</p>	
Confidential Agenda items – 4.8 – 4.13		
4.14	<p>Any Other Business There was no further business.</p>	
4.15	<p>Items to be taken forward to next Corporation Meeting for approval:</p> <ul style="list-style-type: none"> 1. Revised Expenses Policy 	
4.16	<p>Date and Time of Next Meeting The next scheduled meeting is Monday 18 June 2018 at 09.00</p>	
<p>Meeting Closure The meeting closed at 15.37</p>		
<p>MINUTES of the meeting held on Tuesday 24 April 2018 were agreed and accepted as a true and accurate record and signed by the Chair</p> <p>..... on</p>		